

 <b>DALHOUSIE UNIVERSITY</b> FACULTY OF HEALTH  <b>Terms of Reference:</b>  <b>Full Faculty</b>	<i>Policy Sponsor:</i> Dean	<i>Approval Date:</i> Faculty Council, Dec 16, 1982
	<i>Responsible Unit:</i> Dean	<i>Amendments:</i> Revised and approved by FC September 22, 1983 Revised and approved by Full Faculty May 9, 2006 Membership revised - approved by FC September 27, 2007 Revised and approved by FC October 27, 2011 Revised and approved by Full Faculty November 17, 2011

## **AUTHORITY**

Full Faculty receives its authority from the membership.

## **MEMBERSHIP**

1. Dean of the Faculty (Chair)
2. Associate /Assistant Dean (s) of the Faculty
3. All full-time and part-time faculty (i.e., those holding the equivalent of 50% or more of a full-time appointment)
4. The Director of each School/College in the Faculty of Health
5. Three Faculty of Health Student Society representatives elected to Faculty Council
6. One student of each School/College in the Faculty of Health, to be elected by the students from that School/College (non-voting)
7. Health Sciences Librarian (non-voting)
8. Director of Research, Faculty of Health (non-voting)
9. Faculty Secretary (non-voting)

## **QUORUM**

- 25 Faculty members, exclusive of the Dean
- The Dean of the Faculty of Health will be Chair of Full Faculty. In the Dean's absence, an Associate Dean will normally chair the meeting.

## **FUNCTION**

- To stimulate and encourage dialogue with relevant internal and external communities by providing an open forum for discussion and information exchange.
- To establish the operational and executive parameters of Faculty Council.
- To advise Faculty Council and the Dean on activities of committees and the strategic direction of the Faculty

- To approve special functions and matters of Faculty governance, reports and recommendations of standing and ad hoc committees.

## **MEETINGS**

One statutory meeting to be held during the Spring term as determined by Faculty Council. Additional meetings at the call of the Chair on advice of Faculty Council, or at the request of ten or more members from more than one School/College. Roberts Rules of Order (Revised) will govern. Full Faculty meetings are open to instructors, staff and students as observers.

## **AGENDA AND MINUTES**

The Faculty Secretary will circulate a call for agenda items four weeks prior to the meetings. Agenda items from Committee members must be received with relevant documentation by the Faculty Secretary fourteen days prior to the meeting.

The above procedure does not apply to special or emergency meetings of Full Faculty. In this case a meeting agenda will be prepared by the Faculty Secretary in consultation with the Dean. The agenda and supporting documents will be circulated to Full Faculty participants prior to the meeting.

The minutes of the Faculty meetings will be recorded by the Faculty Secretary, or in his/her absence, by another member as appointed by the Dean. Minutes of Full Faculty Meetings will be posted on the Faculty of Health website within 30 days following each meeting. Full Faculty minutes (for 5 rolling years) will be maintained on the website.

## **REVIEW**

Terms of Reference for Full Faculty will be reviewed every two years.